

Completed applications must be submitted **at least two (2) weeks** before the date of your program.

Application Process

- **Choose a program:** Use our online [catalog](#) to select a program and find the presenter's contact information. Available program formats and other scheduling notes are available on the presenters' pages, along with contact information.
- **Contact the presenter:** When you contact the speaker, we recommend discussing the following details: date, time, the program your organization wants the presenter to deliver (if the speaker has multiple), program format (in-person, online, hybrid), location or meeting platform (as applicable to the format), the speaker's technology or presentation needs and the venue's capacity to accommodate those needs, travel costs, an additional speaker fee (if booking a Living History presentation), and whether the presenter agrees to record the program or allow photos. Tell the presenter about your organization and audience. Inquire about the room set-up, the technology that the presenter requires, and any other details applicable for the program format. If the event is in-person, calculate the presenter's round-trip mileage.
- **Fill out an application at least 2 weeks before the proposed event.** Reminder that [the application](#) is a binding contract; when you submit an application, you agree to comply with all *HTG* policies. These policies are listed at the end of the application form and are available to read on the [HTG webpage](#). If the program will be presented in conjunction with another event (a festival, potluck, or meeting) include those details on the application. *HTG* programs must be free and open to the public. NHH does not pay for programs at private events and *HTG* programs may not be offered in a venue where a purchase would be expected (such as at a restaurant following an organization's business meeting). **Please remember on the Program Location line to add "virtual" if it will be an online program.**
- **NHH will send you an award email confirming the approval of your application.** Once you receive the confirmation email from us, **[contact your presenter to reconfirm](#)** the date, time, place, and technology needs. You should also supply directions and information about parking if the event is in-person.
- **Check your program listing on the online calendar on our website.**
- **Contact NHH immediately if there is ANY change in your program.** If you must change the place, date, or time of your program, call us at 603-224-4071 and email HTG@nhhumanities.org. We will post cancellation and rescheduling information on our website and social media, as applicable. **Alert your presenter**, community, and media outlets as far in advance as possible with changes. Post a notice of any change at the venue.

Promoting and Preparing for Your *HTG* Program

- **As soon as NHH confirms your program, begin promoting your event.** Send press releases and calendar announcements to local media. Consider other ways to get the word out to your community, such as inviting high school teachers and their students and contacting other local organizations. Include a copy of the NHH [logo downloaded from our website](#) in your press releases. A sample press release and other publicity tips can be found in our [Publicity Tip Sheet](#).
- **Look for a check from NHH** made out to your organization, which should arrive two weeks before the program. Deposit that check. Then, cut a check from your organization, payable to the presenter. Your check to the presenter should include the total amount from NHH (\$300 for a single presenter, \$600 for a presentation with two presenters), any additional fee negotiated by a Living History presenter if

applicable, plus full roundtrip mileage at \$0.65/mile. Only Living History presenters can negotiate an additional fee of up to \$125. If your event is in-person, bring the check from your organization to the event to give to the presenter. If your event is virtual, mail the check after the successful completion of the program.

- **Arrange the proper technology for your program.** If your program is in-person, arrange for use of a microphone, if your venue or audience needs sound amplification, and any other technology required by the presenter, such as a projector. If your program is virtual or hybrid, be sure to create a virtual meeting in advance and supply instructions on how to join to your audience. If your program is entirely virtual, communicate to the presenter how they will access the virtual meeting and the user privileges they will use during the presentation. We suggest meeting with the presenter via the online platform in advance of the program to test the technology and practice screen sharing if this function will be used during the program.
- **Prepare a brief introduction of the presenter** using their bio from the *HTG* catalog.
- **Acknowledgement of support:** In exchange for our sponsorship and promotional assistance, we expect you to credit NHH in promotional materials and tell your audience that NHH sponsored the program. For example, at the start of the program please say **“This program is made possible by New Hampshire Humanities. Learn more at www.nhhumanities.org.”** Please spell out “New Hampshire Humanities” in all written announcements and say the full name when announced verbally. This statement of support should be included in your introductory remarks.
- **Prepare the audience evaluation for your program.** There are two ways to distribute the audience evaluation: you can distribute the evaluation online through this link: <https://app.surveymethods.com/EndUser.aspx?E4C0ACB3E1A2B7B4E6>, or you can download and print the **Audience Evaluation form** attached to your award email. If you print the evaluation, we suggest adding the Program # to the original before copying. The Program # can be found on your *HTG* award email.

At Your Program

- **Greet your speaker.** Make sure that the space and technology are set up as discussed. Display the presenter’s banner, if applicable.
- **Welcome the audience and introduce the presenter.** Explain that audience feedback is critical to ensure the quality of the program and to secure continued funding. Here is a suggested script you can use: “Hello! Welcome to _____ [event], sponsored by New Hampshire Humanities. At the end of [today/tonight]’s program we ask that you take a few moments to complete a survey. There will be time at the end of the program to fill out the survey/You will be emailed a copy of the survey to complete at the end of the program (which ever suits the modality of evaluations). These evaluations help to ensure New Hampshire Humanities has the feedback necessary to continue to provide and support programming like this. Thank you so much for joining us [today/tonight], and please enjoy the program!” Remind people to turn off their cell phones and that no recording or photography is allowed without the presenter’s prior permission.
- During the program, **count** the number of attendees to include in your host evaluation. In addition to the venue/platform capacity, NHH needs to know the actual attendance of the event.
- After the program, distribute the audience evaluation, either online or on paper, and **remind the audience to fill out evaluation forms**. If distributing the evaluation on paper, have pencils and/or pens available for the audience.
- **Thank and pay the presenter at the close of the event.** Checks for virtual presenters should be mailed as soon as possible after the event. Give the NHH banner back to the presenter, if applicable.

The Last Steps

- **Return Host & Audience Evaluations** to NHH **within two weeks. Please remember to add the Program # to your Program Host Evaluation.** This can be found on your *HTG* award email. If completing the online Host Evaluation, do not include the dash in the Program #. Report total attendance, program expenses such as staff hours, and any extra amount paid to a Living History presenter. Comments welcome! If you choose the online option for either the host and/or audience evaluations, the evaluations are returned automatically. If you print the evaluation forms, please return them by either scanning and emailing the completed forms to HTG@nhhumanities.org or mailing the forms to the office. If mailing evaluations to the NHH office, please ensure you have the proper postage on the packet.
- Please “Like” the NHH Facebook page. Go to www.facebook.com/newhampshirehumanities and tell others about your *HTG* experience.



117 Pleasant Street, Concord, NH 03301
Need help? Contact Sue Butman at 603-224-4071, ext. 118,
Fax 603-224-4072, or email HTG@nhhumanities.org